

**HUMPHREYS COUNTY, TENNESSEE  
REQUEST FOR QUALIFICATIONS  
FOR DEVELOPING A PARK MASTER PLAN  
FOR A NEW PARK TO BE LOCATED ON EAST MAIN STREET IN  
WAVERLY, TENNESSEE**

**PROJECT SUMMARY**

Humphreys County is seeking a “Statement of Qualifications” regarding professional master planning services for a new park to be located on East Main Street in Waverly, Tennessee. This is the current site of the Waverly Elementary and Junior High Schools that were damaged during the Waverly Flood on August 21, 2021. Demolition of the two school buildings will result in an approximately 12-acre green space.

This Master Plan will drive long-range planning, direct decision-making, and resources toward a clearly defined vision in developing a park. The Master Plan should include a site layout and design elements that promote healthy activities and social engagement opportunities.

**SCOPE OF WORK**

This community-health intervention will result in a Comprehensive Memorial Park Master Plan for the former school sites located at 520 and 612 East Main Street in Waverly, Tennessee. The firm selected should create up to three alternative concept plans based on input received from public engagement with community members, elected officials, school officials, service organizations, and others. The concept plans will include a site layout, design elements that promote healthy activities and social engagement opportunities, identification and arrangement of park elements, parking, access, and other site design elements. Specific elements may include play areas, sports fields, farmers market, shelter and bathroom facilities and a small amphitheater.

A Phase I Environmental Assessment is required by the Healthy Built Environment Grant received from the Tennessee Department of Health for this project.

Since this area has experienced a couple of flooding events, the firm selected would need to work with FEMA on the concept plans.

## **EVALUATION CRITERIA**

Design and Engineering services will be procured competitively to identify the best fit for the project based on expertise regarding community-engaged park planning, expertise regarding health outcomes related to the built environment, capacity to perform the work within the time period, and familiarity with problems associated with this type of project. Humphreys County will select a team to evaluate all submittals received by the stated deadline. The County reserves the right to select a firm/team or to select firms that will be asked to make a presentation to the County and selection committee. It is anticipated that selection criteria for these presentations will be based as follows:

1. Firm Experience, 40 points
2. Personnel Experience, 25 points
3. Project Understanding, 15 points
4. Project Approach, 15 points
5. References, 5 points

Following the conclusion of any interviews, it is anticipated that the County selection committee will meet and rank the firms. The County anticipates entering into contract negotiations with the top-ranked firm/team. This Request for Qualifications does not commit the County to award a contract or share in the expense of preparing a proposal. The County reserves the right to reject any or all submittals, to waive any irregularities, and waive or modify any provisions of this request for qualifications, and to make the final determination as to the best firm for the project.

Park planners and park consultant firms may submit their interest and qualifications for consideration by submitting a letter of interest and qualifications to:

Ted Moore, Executive Director  
Humphreys County Economic Development Council  
P. O. Box 218  
101 West Main Street  
Waverly, Tennessee 37185  
Or by email to: [director@humphreyscountytncd.com](mailto:director@humphreyscountytncd.com)

All statements of interest and qualifications must be received on or before  
Tuesday, February 6, 2024, at 4:00 P.M.

The statement of interest and qualifications must include the scope of services the  
firm can provide. Questions regarding this Request for Qualifications may be  
submitted to Ted Moore: [director@humphreyscountytncd.com](mailto:director@humphreyscountytncd.com)

Evaluation proceedings will be conducted within the established guidelines  
regarding equal employment opportunity and nondiscriminatory action based  
upon the grounds of race, color, sex, creed or national origin.